

UNIVERSITY OF CEBU
Maritime Education and Training Center
SHIPBOARD TRAINING OFFICE

HOW TO FILL USE OF THE ISF ONBOARD TRAINING RECORD BOOK

NOTE:

1. **Read carefully the important explanatory notes on the first few pages of your ISF On Board Training Record Book.**
2. **Accomplished Data written on your Training Record Book shall always be related to a certain page of your Training Record Book Journal.**

Section 1. – Guidance to completion

- How to use the Record Book can be read in page 7

Section 2 – Summary of Progress

- **Particulars of the Cadet:** this block is the section where the cadet writes his particulars (Like a bio-data) and should be in block letters:
 - Seafarer's Book is either (SIRB) Seaman's Identification Record Book or plainly a Seaman's Book)
- **Training Program** as applicable:
 - College phases: are the trainings that you have during you 3 year in college, write only date FROM: beginning to the completion of your training (ex. Safety 1);
 - Sea Phases: are the training that you have acquired during your Shipboard Training.
- **Basic Training:** are trainings that is required by Section A-VII/1 paragraph 2 of the STCW Code, Write the data of the dates and duration of your Safety 1 (BST and PSSR) on the certificate issued by the Training Center.
- **Record of other Trainings:** If you already have the certificate of the training that is written on this block. Use the data on the certificate.
- **Shipboard Service Record:** This block will be filled up if you received already you Certificate of Service (CS) (note be sure that the data is the same as it is on your SIRB as:
 - **SHIP :** Name of your Ship;
 - **IMO Number:** IMO number of your ship, if available. (Ask the Chief Officer/Engineer regarding this (Data) number);
 - **Dates:**
 - JOINED – is the start of your training on-board) on that vessel
 - LEFT - is the end of your training on board that vessel;

NOTE:

The dates should be the same date written on the following documents:

- ✓ SIRB
- ✓ Company Sea Service (Certificate of Sea-Going Service)

- **Time spent on the bridge watchkeeping duties (DECK cadet only):**

- this is the duration in months and days that you are on duty on the bridge as a member of the navigational watch keeping team (minimum of 6 months or 180 days which and shall be documented using the Section 2 of your Training Record Book Journal).

- **Voyage Total – Seagoing Service.**

- this is the duration of your Shipboard Training in months and days. (Example you have 1 year and 5 months and 10 days it will written as 17 months and 10 days).

NOTE:

Every row is good for one ship only, so if you have two ship you will be using two rows and add your total service and use the row for total service. The requirement for completion of your Shipboard Training Program is 1 year or 12 months as Apprentice Mate or cadet, currently under CMO 20 s2014 36 months for any position under deck department is acceptable as an alternative to the 12 months requirement of Sea-Going Service.

Designated Training Officer's Review of Training Progress

- In this block is where the training officer will put his comments and initials after each completion of his inspection of the TRB. TRB will be inspected weekly if time permits or at such intervals as the trading of the vessels allows.
- Cadet should see to it that ship's name should be written on each rows and the name of the officer who make the inspection is in block capital. Do not forget to write the date every time you will have an inspection.

Always remember that even if your don't have an activity your let your designated training officer to inspect and sign your Training progress.

➤ Master's Monthly inspection of Training Record Book

- In this block is where the Master will write his comment after each inspection, monthly, make it sure that you will write all necessary entry before you let the master check your TRB.
 - **Ship:** Always write the ship's name before you let the Master inspect your TRB.
 - **Comments:** If the Master don't have a comment leave it blank.
 - **Masters Name in BLOCK CAPITALS:** Always write the name of the Master in Block Capital Letters, before the inspection.
 - **Master's Initials:** Don't forget to ask the Master to sign his initials in every time he check your TRB.
 - **Date:** Write the actual date when the Master makes his initial on the TRB.
 - **Ship's Official Stamp:** The Ship's Seal or Stamp should always be marked on this area each month of inspection.
 - Remember this part of the record is the most important because it bares the signature of the Master and the Ship's stamp.
 - Be sure to have the Master's Signature and the Ship's Stamp embedded on the pages one ship's stamp each month.
 - The inspection should be equal to the number of months you have been on board.

➤ Company's Inspection of Record Book

- Every inspections of the company's representative of your record book must be recorded on this block;
- There must be one inspection recorded from the company;
- Comments: If the company's representative will not write a comment don't write anything;
- Name in BLOCK CAPITALS: Write the name of the company's representative in Block Capital Letters;
- Initials: Is where the inspector write his initial;
- Date should be the actual date when the inspectors affix his initial.

➤ **Task Summary Chart**

- There are FOUR (4) task summary equal to the task that you will be doing during your Shipboard Training, Check the block on the number of the task when the officer already put his initial on the column headed "Considered Competent" on Section 6, do not forget the date;
- Task for Cargo Handling and Stowage for Tanker will only be filled when you are onboard a Motor Tanker Vessel (Deck Cadet Only).

➤ **List of Publications, Video or Computer Base Training Programs Studied/Used**

- In this block you fill any Publication, Books, CD's and CBT's you read, view or practice and let your officer signed on the last column to indicate that he is aware on what your are doing.
 - ✓ **Date:** The date when you read, View or Practice a certain Books, CD, CBT's and Publication;
 - ✓ **Subject/Title:** Write here the Title or Subject your Studied. (Either books, CBT or Video);
 - ✓ **Officer's Initial:** Let the officer signed here.

NOTE: Recommended Publications are listed in Section 8 of the record book.

SECTION 3 - Mandatory Safety and Shipboard Familiarization

Note:

1. There are two tasks on this section.
 - **Safety familiarization as required by Section A-VI/1 paragraph 1 of STCW code;**
 - **Shipboard Familiarization as required by Regulation 1/14 of the STCW code.**
2. There are six columns on this block, use one column only for each ship.
3. Let the training officer affix his/her initials and date after you accomplished requirements on the task.
4. A separate block with six columns is also included for the Master. Write the first the following information's before reporting to the Master for Signature;
 - a. *BOAT MUSTER STATION – it is the location of your assigned Boat during emergency.*
 - b. *FIRE MUSTER STATION – it is the location of your assigned Fire Muster Station.*
5. Do not forget to write the Master's name is in block capitals and date it was signed by the master

Section 4 – Particulars of the ship.

1. There are 6 six pages (namely First ship to Six ship) intended for this purpose but remember use only 1 page each ship you will be boarding during your training.
2. One copy of this information is on the bridge (ask your training officer if you cant' find one).

Section 5 International Regulation for Preventing Collision at Sea (For Deck cadet) and Safety at Work (For Engine Cadet)

1. This section must be accomplished completely during your Shipboard Training. Initials of your training officer and date it was signed is absolutely required on each task.

COMPLIANCE: Must be 100% filled up

Section 6 – List of Training Task and Competencies Achieved

Note: OFFICER'S INITIAL AND DATE MUST BE FILLED ONE AT THE CENTER AND THE OTHER IS ON THE RIGHT SIDE (Considered Competent)

Function:

Navigation at the Operational Level Steering Certificate

- **Cadet Steering Record**
- There are 5 columns use in this block.
- Steering:
 - By Compass (daytime): minimum duration of your steering (sum of all your steering time) is 10 hrs.
 - By Compass (nighttime): minimum duration of your steering (sum of all your steering time) is 10 hrs.
 - By sight (Steering without using compass) minimum duration of your steering (sum of all your steering time) is 5 hrs.
 - Entering and leaving port. Minimum duration of your steering (sum of all your steering time) is 5 hrs.
- Voyage
 - From – Departure point.
 - To - Arrival point.
- Steered
 - Date – present date when steer the ship.
 - Duration
 - ✓ **From** – Time Start steering.
 - ✓ **To** - Time your are relieved
- Remarks
 - Remarks of the OOW, if there are no remarks don't write anything.
- Signature of the OOW
- be sure that the minimum duration of your steering will be followed before you fill up the Cadet steering Certificate.

FUNCTION: Criteria for compliance: Must be 80% task completed
"FOR BOTH DECK & ENGINE TRAINING RECORD BOOK"

FUNCTION: Criteria for compliance: Must be 80% task completed

- ✓ Navigation at the Operational Level

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FUNCTION : Criteria for compliance: Must be 80% task completed

- ✓ Cargo Handling and Stowage – Task for Tankers. (DON NOT FILL UP THIS TASK UNLESS YOUR ARE ON A TANKER SHIP)

FUNCTION: Criteria for compliance: Must be 80% task completed

- ✓ Controlling the Operation of the Ship and Care for Persons on Board at the Operational Level.

FOR ENGINE CADET

FUNCTION: Criteria for compliance: Must be 80% task completed

- ✓ Marine Engineering at the Operational Level

FUNCTION: Criteria for compliance: Must be 80% task completed

- ✓ Electrical Electronic and Control Engineering at the Operational Level

FUNCTION: Criteria for compliance: Must be 80% task completed

- ✓ Maintenance and Repair at the Operational Level

FUNCTION: Criteria for compliance: Must be 80% task completed

- ✓ Controlling the Operation of the ship and Care for Persons on Board at the Operational level

Section 7: Sea Project - Criteria for compliance: Must be 80% task completed

Reminders:

1. Use the school printed paper (use the sample copy provided).
2. Every project shall be should be signed by the Master with ship's stamp on the space provided.
3. Please refer information on the next pages for guidance how to make your sea projects.
4. See Section 4 of your Training Record Book Journal for your guide on what is your required output for each required Sea Project

Instructions:

1. Read and follow the instruction on Section 7.
2. Be sure to accomplish your project Works, to avoid delay in the evaluation of your ISF Training Record Book.

THE FOLLOWING REQUIREMENT MUST BE PRESENTED TO THE SHIPBOARD TRAINING OFFICE, BEFORE YOUR ISF TRAINING RECORD BOOK WILL EVALUATED. UPON COMPLETING YOUR REQUIRED 12 SHIPBOARD TRAINING to thirty six (36) months shipboard experience under the Deck or Engine department.

To submitted before Evaluation:

1. Clearance from **for 36 months** the Accounting
2. Proof of BS enrollment (Student Enrollment form copy)
3. Photocopy of your previous, Transcript of Records
4. Duly accomplished Shipboard Training Office Cadet Shipboard Evaluation Report, signed by The Master (SFM-STO-016-00 for BSMT) and (SFM-STO-015-00 for BSMARE).
5. COMPANY Certificate of Sea –Going Service for twelve (12 months). Duly Notarized.
6. Daily Journal of Bridge or Engine Room Watchkeeping for six(6) moths or 180 days or a Certificate from the company or manning agency that your have completed the six(6) months watchkeeping duties.

NOTE: The above acceptable until December 30, 2015 only.

7. Accomplished school issued ISF On board Training Record Book.
8. Sea Projects (use clear book)

IMPORTANT REMINDERS TO CADETS:

1. before Embarkation...
 - A. Be sure you have with your ISF Training Record Book and Journal
 - c. BS Enrollment Form.
 - d. VALID SIRB and PASSPORT
 - E. Contact numbers your company or agents.

2. before Disembarkation.
 - F. Accomplished ISF Training Record Book with all required signatures and stamp.
 - G. Completed Training Record Book Journal
 - H. SIRB with all necessary data, Master signature and Ship's Stamp;
 - I. Passport
 - J. All documents and Certificates submitted to the Master.